



## Child Abuse & Neglect Reporting Policy

**Reason this policy is important:** Besides being illegal, child abuse and neglect interfere with healthy child development and later achievement in life. State requirements may differ, but states in which reporting suspected abuse is mandatory usually include child care personnel. Child care staff and parents should be aware of reporting requirements and procedures for handling reports of child abuse and neglect. Information on where to call and how to report abuse and neglect should be posted so it is readily available to parents and staff.

### Procedure and Practices, including responsible person(s):

- All observations or suspicions of child abuse or neglect will be immediately reported to the Child Protective Services hotline: **1-800-800-5556**, no matter where the abuse might have occurred. Country Kids Director will call to report suspected abuse or neglect.
- All staff involved in the reported incident will follow the direction of Child Protective Services regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse, staff will follow the guidance of Child Protective Services regarding notification of the child's parent or legal guardian. Reporters of suspected child abuse will not be discharged for making a report; unless it is proven that a false report was knowingly made.
- Signs of suspected child abuse or neglect will be recorded on that Student Injury Report form, which will be kept in a confidential file located in the Director's Office.
- If a staff member is suspected of abuse, parents or legal guardians of suspected abused children will be notified by Country Kid's Director immediately after contact with Child Protective Services is made. Parents or legal guardians of other children in the program will be contacted by Country Kid's Director within 24 hours of contact with Child Protective Services, so that they may share any concerns they have.
- Staff who are accused of child abuse may be suspended or given leave (with/without) pay, pending investigation of the accusation. Such staff may also be removed from the classroom and given a job that does not require interactions with children. However, no accusation or affirmation of guilt will be made until the Child Protective Services investigation is complete. Caregivers found guilty of child abuse will be immediately dismissed.

**When this policy applies:** Whenever any staff member has reason to suspect that any child on the premises of Country Kids Pre-School & Childcare may have been abused or neglected by anyone.

**Communication plan for staff and parents:** Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work. All parents will receive a written copy of this policy in their Parent Handbook upon their child's enrollment.

### Effective Date and Review Date:

This policy is effective **2/18/ 2013** and will be reviewed annually by \_\_\_\_/\_\_\_\_/\_\_\_\_ or as needed. Parents and staff will be notified of any upcoming policy review.

**Reviewed by:** \_\_\_\_\_ Owner/Director

\_\_\_\_\_ Staff Member

\_\_\_\_\_ Parent

### References:

1. Prevent Child Abuse Indiana: [www.pcaain.org](http://www.pcaain.org)
2. *Caring for Our Children* – <http://nrckids.org>
3. *Model Child Care Health Policies* – [www.ecels-healthychildcarepa.org](http://www.ecels-healthychildcarepa.org)